2.16 SIKKIM

2.16.1 Administration: There was no change in the administrative set up. However, during the period under report, posts of the archivist and a few others were approved, while the proposals for the purchase of microfilm reader, carton boxes, lamination machine and steel racks were still under consideration of the Government.

2.16.2 Budget: During 1978-79 a provision of Rs.45,000 (both for Archives and Museum) was made on the plan side. Out of this a sum of Rs.29,900.43 was spent. For 1979-80 a sum of Rs.83,000 both for archives and museum has been provided on the plan side.

2.16.3 Building: Construction of a separate building for the archives is still under consideration of the Government, the State Archives continues to be housed in a rented building.

2.16.4 Record Management: The records of Revenue Department, District Collectorate (Sikkim East) Divisional Commissioner, Government Degree College Gangtok, T.N.Academy, Rehabilitation Office and Sikkim Government Press, were examined and necessary suggestions and guidelines were discussed with the heads of these Departments.

A circular letter covering important resolutions passed at the various sessions of the Indian Historical Records Commission pertaining to Record Management i.e. weeding, time bound appraisal, and well articulated retirement

policy for records, as well as preparation of retention schedule, was also issued to the Heads of different departments for necessary action.

2.16.5 Research and Reference: Research rules governing access to records are being framed.

2.16.6 Reference Media: The work regarding the preparation of reference media to the records would be taken up after the centralization of departmental records.

2.16.7 Publication Programme: No Publication Programme was undertaken.

2.16.8 Photo-Duplication: A Xerox machine was purchased and installed.

2.16.9 Other Activities: A short term training course in Archives keeping for the benefit of Record Assistants employed in various departments and district offices has been approved and would be started. The Deputy Director of Archives attended the Annual Meeting of the Indian History Congress held at Hyderabad, Andhra Pradesh. Sikkim State Archives was enrolled as an institutional member of the SWARBICA (South and West Asian Regional Branch of the International Council on Archives).